

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Idaho State Office
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May 28, 2003

EMS
Instruction Memorandum No. ID-2003-059
Expires: 09/30/2004

To: District Managers

From: State Director

Subject: Public Access to Microfiche Records

Program Area: Records Administration

Purpose: This Instruction Memorandum (IM) establishes Idaho policy regarding the State Office Information Access Center's (IAC's) role in providing access to certain public records.

Policy/Action: Cadastral survey records (except survey pocket field tablets, Cadastral Survey Requests, BLM form 9600-4 or equivalent, and mineral surveyor files) are categorized as public records because they include information the Bureau has voluntarily made available to the public because of public interest. We are required to make these records available for free public inspection, but we must charge the cost recovery fee to provide copies. Title 43 CFR 2.21 provides for a waiver of the fees under certain circumstances at the discretion of the State Director.

The official record is maintained at the Idaho State Office. The records are current and are updated as needed. Refer all requests for copies of these records to the Idaho State Office IAC to ensure the information provided is the most accurate and up to date, and proper cost recovery fees are collected. You may contact the IAC at (208) 373-3889 or e-mail at IAC_Idaho@blm.gov.

Timeframe: Effective immediately.

Background: In October 1995, field surveyors received a complete microfiche set of the survey records for Idaho, current to April 1995. Before then, only the State Office maintained a complete set. The purpose of providing the records was for internal use by cadastral surveyors at their various field locations. Surveyors were responsible for developing a system to file and

maintain updates to the records. The official records remain at the Idaho State Office IAC, and the public has access to those records through the IAC.

Manual/Handbook Sections Affected: None.

Coordination: This policy was developed in coordination with the State Records Administrator and IAC Supervisor. It was reviewed by the DSD Support Services and the Chief, Cadastral Surveyor.

Contact: Questions regarding this IM may be directed to Linda Matthews, State Records Administrator at (208) 373-3947 or to Diane Hartman, IAC Supervisor at (208) 373-3896.

Lower Snake River District with Union: No Union notification or negotiation is required.

Signed by:
Michael A. Ferguson
for K Lynn Bennett

Authenticated by:
Sunny Frymire
Lands Record Clerk